

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 63
APRIL 6, 2011 – WORK SESSIONS**

Public Works **Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, April 6, 2011, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

Staff Present: Bill Oakes, Director

Others Present: Elaine Marlow, Budget Director

Record Part 1 @00:25

Public Works

Subject: Emergency Services – Pager System Purchase

Attachment: Memo dated 3/24/11 from Emergency Management Coordinator, to PW Director

Proposed Action: Purchase of Pager System from State Homeland Security Grant #E09-181; Amount \$15,300.45 incl. tax and installation. Software maintenance to be paid from State Homeland Security Grant #E10-206 in the amount of \$2,112.66.

Follow Up: Okay with Board to move forward to Monday's agenda.

Subject: Amendment No. 2 to Agreement No. G1000390

Attachment: Amendment No. 2 to Agreement No. G1000390

Proposed Action: Amendment No. 2 to Agreement No. G1000390 between the Department of Ecology and Public Works to increase maximum eligible cost by \$74,600.00 for Moderate Risk Waste Collection & Disposal.

Follow Up: Okay with Board to move forward to Monday's agenda.

Paths & Trails

Subject: Freeland Beautification Agreement – Amendment No.1

Attachment: Memo dated 3/28/11 from Joantha Guthrie, to BOCC

Proposed Action: Amendment No. 1 – Maintenance Agreement between Island County and Friends of Freeland to include a pedestrian boardwalk in the County right-of-way.

Follow Up: Okay with Board to move forward to Monday's agenda.

Roads

Subject: CRP Initiation & Call for Bids – Glendale Creek Restoration

Attachment: Memorandum dated 3/23/11 from Doug Holbert, to BOCC, Draft CRP Initiation, CRP 11-05; WO 482 & Cover Sheet

Proposed Action: CRP Initiation and Call for Bids for Glendale Creek restoration and fish passage enhancement project.

Follow Up: Okay with Commissioner Price Johnson and Commissioner Homola to move forward. Commissioner Emerson will discuss her concerns with Mr. Oakes prior to Monday's meeting.

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Subject: Supplemental Agreement No. 7 – Herman Traffic Engineering (Ault Field Road/Oak Harbor Road)

Attachment: Memorandum dated 3/23/11 from Joe Araucto, to BOCC & Supplemental No. 7; PW-0620101

Proposed Action: Supplemental Agreement No. 7- Herman Traffic Engineering; increase maximum amount payable to \$558,200.00; completion date revised to May 31, 2011; revision to Scope of work and subcontracting.

Follow up: Okay with Board to move forward to Monday's agenda.

Subject: Bid Award Recommendation: Asphalt Paver

Attachment: Bid Award Recommendation, Bid Comparison, Purchase Order #9243

Proposed Action: Bill recommended bid award for new 2011 Leeboy Model 88168B Asphalt Paver to Modern Machinery Co. Inc.; Total Amount: \$271,000.00 (incl. WSST and trade in)

Follow up: Okay with Board to move forward to Monday's agenda.

Parks

Subject: Utsalady Boats

Attachment: Boat removal request & photos

Proposed Action: The residents of the community of Utsalady Point are asking that all boats be removed from the Utsalady public boat launch and park.

Follow up: Commissioner Emerson and Public Works staff will reach out to the Utsalady community in an effort to solve the problem prior to any County decision.

Subject: Swantown Lake CFF Funds

Attachment: none

Proposed Action: Mr. Oakes requested Board approval to execute the needed documentation for the applicant as a willing property owner to go through the Conservation Futures process.

Follow up: Commissioner Price Johnson moved to authorize Bill Oakes to sign willing landowner documents for the Conservation Futures applications. The motion was seconded by Commissioner Emerson and carried unanimously.

Subject: Misc

Attachment: none

Discussion: Bill Oakes briefed the Board on the ongoing Emergency Management application process.

**General Services Administration
Summary Minutes**

Work Session was held between the County Commissioners and General Services Administration on Wednesday, April 6, 2011, at 10:00 a.m. and 2:50 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

Staff Present: Betty Kemp, Director, Don Mason

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Others Present: Elaine Marlow, Budget Director, Bill Oakes, Bob Pederson, Danielle Rideout, WCLT

Record Part 1 @58:40

Conservation Futures

Subject: Agricultural Conservation Easement Deed

Attachment: yes

Proposed Action: Conservation Easement Deed for Ebey's Reserve Farmland by Sierra Pacific Industries to Island County and the Whidbey Camano Land Trust; Amount: \$499,000.00

Follow Up: Okay with Board to move forward after legal review.

Animal Control/Shelter

Subject: Changes to Island County Code 6.08

Attachment: yes

Proposed Action: Changes to Island County Code 6.08 to better reflect the current practice of contracts for animal control and animal shelters.

Follow Up: Postpone action for one month to allow Betty Kemp time to provide a cost benefit analysis to determine how close the fees come to covering the costs of the program.

Misc

Subject: Comparison of L & I Claims, Claims/Lawsuits and Contract Review

Attachment: yes

Proposed Action: Comparison of L & I Claims, Claims/Lawsuits against the County and the review of Contracts from 2007 to March 17, 2011.

Record Part 2 @01:47:55

Subject: Greenbank Farm – Grant Deed of Conservation Easement made by the Port of Coupeville

Attachment: Commissioner Homola's suggested revisions to grant deed

Proposed Action: Grant Deed of Conservation Easement made by the Port of Coupeville for review and consideration by the Board.

Follow up: Bob Pederson & Bill Oakes will review Commissioner Homola's suggested revisions and bring the discussion back before the Board at the April 13, 2011 work session.

**Island County Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, April 6, 2011, at 10:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

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Present: Ana María d Nuñez, Treasurer

Others Present: Elaine Marlow, Budget Director

Record Part 1 @01:19:10

Subject: Fee schedule for Notary services

Attachment: copy of WAC 308-30-020

Proposed Action: Approval to offer Notary services to the public for a \$10.00 fee per WAC 308-30-020.

Follow up: Okay with Board.

Subject: Tax title properties

Attachments: yes

Proposed Action: Approval from the Board of County Commissioners to put certain tax title properties up for sale to a governmental agency at a price established through private negotiation conducted by the Island County Treasurer, as allowed under RCW 36.35.150; and approval to hold a public tax title auction on 11 properties on June 30, 2011. Proposed minimum bid:

- Assessed Value \leq \$500 = Assessed Value
- Assessed Value $>$ \$500 = Assessed Value x .34

Follow up: Okay with Board.

**Prosecuting Attorney
Summary Minutes**

Work Session was held between the County Commissioners and Prosecutor on Wednesday, April 6, 2011, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

Present: Dave Jamieson, Deputy Prosecutor

Others Present: Elaine Marlow, Budget Director

Record Part 1 @01:49:35

Subject: WSP Agreement No. C110776GSC, SECTOR Service Level Agreement

Attachment: yes

Proposed Action: SECTOR Service Level Agreement will allow the Prosecuting Attorney's office to electronically file misdemeanor Criminal Citations and Notices of Infraction in District Court. The software and support of the application are provided at no cost to the County.

Follow up: Okay with Board.

**Juvenile & Family Court Services
Summary Minutes**

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 67
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Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, April 6, 2011, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Debbie Thompson**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Marty Bodley**

Others Present: **Elaine Marlow, Budget Director**

Record Part 1 @01:57:01

Subject: Interagency Agreement IAA10170 between Washington Administrator of the Courts and Juvenile Court, Amendment 3 BECCA

Attachment: yes

Proposed Action: Due to Governor's Supplemental budget reduction BECCA funding was reduced for FY 2011. Contract No. IAA10170, Amendment #3; Amount: (-\$2936.00)

Follow-up: Okay with Board to move forward to Monday's agenda.

Subject: Interagency Agreement IAA10130 between Washington Administrator of the Courts and Island County Superior Court

Attachment: yes

Proposed Action: Due to Governor's Supplemental budget reduction CASA funding was reduced for FY 2011. Contract No. IAA10130, Amendment #1; Amount: (-\$2742.00)

Follow-up: Okay with Board to move forward to Monday's agenda.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, April 6, 2011, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair** **Staff: Debbie Thompson**
 Helen Price Johnson, Member
 Kelly Emerson, Member

Staff Present: **Bob Pederson, Director, Paula Bradshaw, Karen Stewart**

Others Present: **Elaine Marlow, Budget Director**

Record Part 1 @01:59:06

Subject: Shoreline Master Program Update

Attachment: yes

Proposed Action: Karen Stewart, Shoreline Master Program Coordinator, briefed the Board on the status of the Shoreline Master Program update process.

Record Part 1 @02:42:00

BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 68
APRIL 6, 2011 – WORK SESSIONS

Subject: Clean Water Utility Implementation

Attachment: none

Proposed Action: Public Hearing scheduled on April 25, 2011 at 2:15 p.m. in the matter of amending the Island County Code Chapters 15.02, 16.13 and 16.19 to allow the Hearing Examiner to hear any appeals for rates established under the Clean Water Utility. *(The hearing was rescheduled to May 2, 2011)*

Health Department
Summary Minutes

Work Session was held between the County Commissioners and the Health Department on Wednesday, April 6, 2011, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Angie Homola, Chair**
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

Staff Present: **Keith Higman, Director, Kerry Graves, Aaron Henderson**

Others Present: **Elaine Marlow, Budget Director, Bob Pederson**

The first Health Department Work Session of the month is designated for informal discussion of Board of Health matters.

Administration

Record Part 2@00:05

Subject: Environmental Health Director Position

Attachment: none

Information: The Health Department will conduct a broad search, advertising nationally, as well as locally. The search is expected to last several months. In the interim, Keith Higman will handle the duties of the Environmental Health Director.

Subject: Department of Health – Consolidated Contract

Attachment: Contract No. C14949, Amendment No. 30

Proposed Action: Contract adds/continues funding \$8500.00 to swimming beach sampling program; adds/continues funding for local capacity development funds \$11,208.00; adds/continues funding Group A Drinking Water \$1,200.00; reduces on-site Local Management Plan implementation by (-\$15,000.00); adds \$4,097.00 to WIC Farmers Market and Peer counseling; Contract Period: 1/1/07-12/31/11; Amendment Amount: \$10,055.00

Follow up: Okay with Board to move forward following legal and risk review.

Environmental Health

Record Part 2@14:35

Subject: Clean Water Utility Outreach

Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 69
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Discussion: Keith Higman reported on the continued public outreach efforts by Public Health, Planning and Public Works. A brochure will be mailed to property owners outside of Langley, Coupeville and Oak Harbor next month depicting all the aspects of the Clean Water Utility. Also included in the brochure will be information on the Shoreline Master Plan update, a reminder on the need to conduct septic system inspections, details on the HOST program and the elimination of the \$62.00 filing fee.

Subject: Department of Ecology – Coordinated Prevention Grant (CPG)

Attachment: yes

Proposed Action: Contract G1000416, Amendment No. 3 between the Department of Ecology and Island County Health; adds \$18,988.00 to Solid Waste Enforcement Program activities through 6/30/11.

Follow up: Okay with Board to move forward following legal and risk review.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, April 6, 2011, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record Part 2@27:25

Subject: PAA's

Attachment: none

Proposed Action:

- Superior/Juvenile Court Administrator – replacement position
- Environmental Health Director – replacement position
- Out of Class pay for Brook Powell (Acting Superior/Juvenile Court Administrator) - until new Court Administrator is hired.
- Start the new Department Administrator in the Auditor's office at base pay instead of entry pay – in line with new Pay Plan policy revision- Auditor's budget has sufficient funds available

Follow up: Okay with Board.

Subject: Pay Plan and Performance Appraisal policy revisions

Attachment: none

Proposed Action: Move discussion to 4/13 work session.

Follow up:

Subject: 125 (Cafeteria) Plan update resolution discussion

Attachment: none

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 70
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Proposed Action: The County's current Section 125 Plan needs to be updated to include Health Savings Accounts.

Follow up: Plan to be sent out for legal and risk review.

Subject: Job classifications

Attachment: none

Proposed Action: Bob Braun is classifying two new jobs:

- Substance Abuse Program Administrator – new position managing the Chemical Dependency Treatment program.
- GIS Administrator – new position that will replace the 2 Cartography open positions in the Assessor's office.

Follow up: Once classified the positions will come before the Board at a future work session.

Subject: HRA VEBAs (tax exempt health savings account)

Attachment: none

Proposed Action: The medical committee is looking into adopting a Heath Reimbursement Arrangement type of Voluntary Employees Beneficiary Association for sick-leave cash-out for non-represented employees.

Follow up: Presentation to the Board at a May work session.

**Budget Director
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, April 6, 2011, at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Angie Homola, Chair
Thompson

Staff: Debbie

**Helen Price Johnson, Member
Kelly Emerson, Member**

Staff Present: Elaine Marlow, Budget Director

Record Part 2@46:25

Subject: Voicemail issues

Attachments: none

Proposed Action: Emergency upgrade to voicemail system, approximate cost \$17,000.00.

Follow-up: The Board unanimously authorized the Chair to sign purchase order for upgrade.

Subject: 2011Budget amendment

Attachments: no

Proposed Action: 2011 Budget amendment

Follow up: Set for public hearing at the April 11, 2011 Board meeting.

Subject: Board of Equalization applicants

Attachments: yes

Proposed Action: The Board considered applicants for appointment and reappointment for the Board of Equalization.

Follow up: Okay with Board to forward recommendation to Monday's agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 71
APRIL 6, 2011 – WORK SESSIONS**

Subject: Letter of support for Whidbey General Hospital – Medicare Hospice Certification

Attachments: yes

Proposed Action: Letter of support for Whidbey General Hospital's application to be Medicare certified for hospice care.

Follow up: The Board unanimously agreed to send a letter supporting WGH's application to be Medicare certified for hospice care.

Subject: Proposal for reorganization of Board's secretarial duties

Attachment: yes

Proposed Action: Proposal for reorganization of Board's secretarial duties to best provide essential services and administer the daily operations of the office.

Follow up: Okay with Board.

Chairman's Agenda
Summary Minutes

The County Commissioners met during Chairman's portion of Work Session on Wednesday, April 6, 2011 at 2:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: Angie Homola, Chair
Helen Price Johnson, Member
Kelly Emerson, Member

Staff: Debbie Thompson

Staff Present: Elaine Marlow, Budget Director

Others Present: Gerry O'Keefe, Executive Director, Puget Sound Partnership, Diana Gale, Leadership Council, Morgan Schneider, Puget Sound Partnership

Record Part 2@01:14

Subject: Puget Sound Partnership presentation

Attachments:

Proposed Action: Gerry O'Keefe, Executive Director, Puget Sound Partnership, spoke about the purpose, role and priorities of the Puget Sound Partnership. He encouraged the County to continue the process of creating a Local Implementing Organization. Sharing local visions and priorities helps Puget Sound Partnership when they look at allocating state resources either as a Partnership or in cooperation with other state agencies.

Diana Gale, Leadership Council, emphasized the importance of the Action Agenda being a bottom up process.

Commissioner Price Johnson and Commissioner Homola spoke about their objectives, goals and funding priorities for Island County and how best the Puget Sound Partnership can help them achieve them.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 72
APRIL 6, 2011 – WORK SESSIONS**

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Angie Homola, Chair

Helen Price Johnson, Member

Kelly Emerson, Member

ATTEST:

Elaine Marlow, Clerk of the Board